

SECRET

Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140133-5
REPORTS INVENTORYDDS/OTR ☐ 105X1

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.) COMMO MONTHLY REPORT (SUBMITTED MONTHLY TO <input type="checkbox"/> AND QUARTERLY TO OFFICE OF COMMO)				2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE 25X1 <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL	TRAINING	<input checked="" type="checkbox"/> ADMIN. GENERAL	
		LOGISTICS	SECURITY	OTHER (specify)	
		MEDICAL	FINANCE		
4. NO. OF COPIES PREPARED 4		5. FREQUENCY (weekly, monthly, quarterly, etc.) QUARTERLY		6. DISTRIBUTION (No. of components not number of copies) OFFICE OF COMMO, 25X1	
7. FORMAT (memorandum, form computer print-out, etc) MEMORANDUM		8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT DCOS <input type="checkbox"/> AND OFFICE OF 25X1	
10. PREPARING COMPONENT (include lowest level contributing information to report) COMMO BRANCH <input type="checkbox"/>			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) NONE		

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-13	\$9.10		12		\$109.20		4		\$436.80

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$436.80

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

AT THE REQUEST OF THE ☐ AND THE OFFICE OF COMMUNICATIONS, THIS REPORT WAS FIRST SUBMITTED IN JANUARY 1970 AS A MONTHLY/QUARTERLY ACCOUNT OF THE FUNCTIONS AND ACTIVITIES OF THE COMMUNICATIONS BRANCH ☐ 25X1

14. FUTURE GOALS

25X1

GOAL PROPOSED BY COMPONENT FOR THIS REPORT				ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)			MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE					25X1
<input type="checkbox"/> DISCONTINUE					0 STAT
16. DATE OF INVENTORY 28 SEPT. 1970		17. NAME AND TITLE OF P CHIEF/COMMUNICATIONS BRANCH		18. EXTENSION	

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